

January 10, 2003

Board of Supervisors

County Government Center
385 North Arrowhead Avenue, Fifth Floor
San Bernardino, CA 92415-0110

Enclosed are copies of the audit reports prepared by the Internal Audits Section for the quarter ending December 31, 2002.

Respectfully submitted,

Larry Walker

AUDITOR/CONTROLLER-RECORDER

By: _____
Howard Ochi
Chief Deputy Auditor

LDW:HO:dlp

Attachments
achments



AUDIT REPORTS

PREPARED BY INTERNAL AUDITS SECTION

FOR THE QUARTER ENDING

DECEMBER 31, 2002

Office of

AUDITOR/CONTROLLER-RECORDER

DEPARTMENTS

FISCAL GROUP

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July 24, 2002

Richard Larsen, Treasurer/Tax Collector
172 W. Third St., First Floor
San Bernardino, CA 92415-0360

SUBJECT: TREASURER'S CASH AND INVESTMENT AUDIT – FEBRUARY 20, 2002

Introductory Remarks

In accordance with California Government Code Sections 26920 through 26923 and County Board of Supervisor's resolution dated July 6, 1971, we have completed a cash count and reconciliation of the Treasurer's Cash Book as of February 20, 2002. In addition, we evaluated investments for compliance with California Government Code Section 53601, "Securities Authorized for Investment" and with the Treasurer's Investment Policy.

Scope of Audit

We audited selected financial transactions, operations, procedures, and controls in effect over cash and investments. Our audit was made in accordance with generally accepted auditing standards and included such tests of the records and other auditing procedures as we considered necessary in the circumstances. The scope of our audit did not include confirmations of bank accounts and investments.

Audit Results

Cash and Investments of \$1,987,399,834 as stated in the Treasurer's cashbook at February 20, 2002 reconciled to cash on hand and supporting documentation in all material respects. There were no instances of non-compliance noted in the evaluation of compliance with California Government Code Section 53601 and the Treasurer's Investment Policy.

ML\Treasurer Cash and Investment Audit
Richard Larsen
July 24, 2002
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Our study and evaluation, made for the limited purpose described above, would not necessarily disclose material weaknesses in internal controls. Nothing came to our attention that indicated procedures and controls are not materially adequate.

Respectfully submitted,

Larry Walker
Auditor/Controller-Recorder

Copies to:

County Administrative Office
Board of Supervisors
Grand Jury (2)
Oversight Committee (4)

By: _____
Linda C. Kjeldgaard, CPA
Internal Auditor II
Internal Audits Section

Audit File (3)

Date Report Distributed: _____

LDW:LCK:dlp.2

August 14, 2002

Richard Larsen, Treasurer/Tax Collector
172 W. Third St., First Floor
San Bernardino, CA 92415-0360

SUBJECT: TREASURER'S CASH AND INVESTMENT AUDIT – APRIL 10, 2002

Introductory Remarks

In accordance with California Government Code Sections 26920 through 26923 and County Board of Supervisor's resolution dated July 6, 1971, we have completed a cash count and reconciliation of the Treasurer's Cash Book as of April 10, 2002. In addition, we evaluated investments for compliance with California Government Code Section 53601, "Securities Authorized for Investment" and with the Treasurer's Investment Policy.

Scope of Audit

We audited selected financial transactions, operations, procedures, and controls in effect over cash and investments. Our audit was made in accordance with generally accepted auditing standards and included such tests of the records and other auditing procedures as we considered necessary in the circumstances. The scope of our audit did not include confirmations of bank accounts and investments.

Audit Results

Cash and Investments of \$2,252,898,414 as stated in the Treasurer's cashbook at April 10, 2002 reconciled to cash on hand and supporting documentation in all material respects.

ML\Treasurer Cash and Investment Audit
Richard Larsen
August 14, 2002
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There were no instances of non-compliance noted in the evaluation of compliance with California Government Code Section 53601 and the Treasurer's Investment Policy. Our study and evaluation, made for the limited purpose described above, would not necessarily disclose material weaknesses in internal controls. Nothing came to our attention that indicated procedures and controls are not materially adequate.

Respectfully submitted,

Larry Walker
Auditor/Controller-Recorder

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Grand Jury (2)
Oversight Committee (4)

By: _____
Linda C. Kjeldgaard, CPA
Internal Auditor II
Internal Audits Section

Audit File (3)

Date Report Distributed: _____

LDW:LCK:dlp.2

August 27, 2002

Richard Larsen, Treasurer/Tax Collector
172 W. Third St., First Floor
San Bernardino, CA 92415-0360

**SUBJECT: TREASURER'S CASH AND INVESTMENTS AUDIT
JUNE 30, 2002**

Introductory Remarks

In accordance with California Government Code Sections 26920 through 26923 and County Board of Supervisor's resolution dated July 6, 1971, we have completed a cash count and reconciliation of the Treasurer's Cash Book as of June 30, 2002. In addition, we evaluated investments for compliance with California Government Code Section 53601, "Securities Authorized for Investment" and with the Treasurer's Investment Policy.

Scope of Audit

We audited selected financial transactions, operations, procedures, and controls in effect over cash and investments. Our audit was made in accordance with generally accepted auditing standards and included such tests of the records and other auditing procedures as we considered necessary in the circumstances.

Audit Results

Cash and Investments of \$2,388,431,750 as stated in the Treasurer's cashbook at June 30, 2002 reconciled to cash on hand and supporting documentation in all material respects. There were no instances of non-compliance noted in the evaluation of compliance with California Government Code Section 53601 and the Treasurer's Investment Policy.

ML\Treasurer Cash Count
Richard Larsen
August 27, 2002
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Our study and evaluation, made for the limited purpose described above, would not necessarily disclose material weaknesses in internal controls. Nothing came to our attention that indicated procedures and controls are not materially adequate.

Respectfully submitted,

Larry Walker
Auditor/Controller-Recorder

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Grand Jury (2)
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Linda C. Kjeldgaard, CPA
Internal Auditor II
Internal Audits Section

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Date Report Distributed: _____

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